



WASHINGTON STATE LEGISLATURE
Office of the State Actuary

EXEMPT RECRUITMENT

Legislative Actuarial Intern - Summer 2007

POSITION: The Washington Office of the State Actuary is seeking candidates for the position of Legislative Actuarial Intern for the summer of 2007. This is a temporary, full-time nonpartisan at-will position that is exempt from the state civil service system. The internship lasts for about three months, starting around June 2007 and ending around September 2007.

The position involves assisting with the preparation of actuarial valuations for 15 state retirement plans covering 500,000 members, and assisting with the pricing of proposals related to public pensions.

OFFICE: The Office of the State Actuary (OSA) has 11 employees including the State Actuary, actuarial staff, research analysts, and administrative staff. The actuarial staff includes the State Actuary, a Senior Actuarial Assistant, and two Actuarial Assistants. The OSA provides actuarial assistance to the Washington State Legislature. More information about the office is available at <http://osa.leg.wa.gov>.

LOCATION: The office is located in Olympia, Washington. Olympia is located at the tip of Puget Sound, with the Olympic Mountains rising across the water in the distance, about 60 miles south of Seattle.

DESIRABLE QUALIFICATIONS: The ideal candidate will be in an undergraduate program pursuing a degree from an accredited college or university in a field such as actuarial science, mathematics, economics, or finance; will have completed at least one actuarial exam or be planning to take exams; should be proficient at using Excel spreadsheets; should be familiar with word processing programs; will have effective interpersonal communication skills; will be comfortable working independently as well as in a team environment; will be legally authorized to work in the United States; and will be available to start in the summer of 2007.

2100 Evergreen Park Drive S.W., Suite 150
P.O. Box 40914
Olympia, WA 98504-0914
(360) 786-6140

FAX: (360) 586-8135
TDD: 1-800-635-9993

E-MAIL: actuary.state@leg.wa.gov

EMPLOYEE BENEFITS: Temporary employees are not eligible for employee benefits. There is no relocation assistance available for this position. Interns are responsible for their own housing and transportation. Interns are not eligible for reimbursement of actuarial exam-related expenses.

COMPENSATION: Washington State Legislative interns receive monthly compensation to offset the expenses associated with the internship. The compensation for this position is \$2,700 per month.

Electronic submissions including attachments of resumes and cover letters prepared using word processing software are preferred. Candidates should be prepared to provide three references. Candidates selected for interviews will be asked to take an examination demonstrating the ability to solve basic pension math problems and will be asked to demonstrate the ability to create spreadsheets with graphs using Excel. Please send a resume and cover letter to:

actuary.state@leg.wa.gov; or

Matthew M. Smith
Office of the State Actuary
2100 Evergreen Park Dr. SW Suite 150
P.O. Box 40914
Olympia, WA 98504-0914

Applications should be submitted no later than **Monday, March 19**. The State Actuary reserves the right and may exercise the option to make a hiring decision prior to this date. Interviewing and selection will begin in March.

The Office of the State Actuary is an equal opportunity employer. Applicants needing assistance or alternative formats in the process should call (360) 786-6140 or TDD at (360) 753-4701 or 1-800-635-9993.